

# How to E-File for Attorneys

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1. Go to [Http://www.courtwatch.com](http://www.courtwatch.com)
2. At Login, type in your username, password, and click on enter



LOGIN

Username:

Login Password:

**ENTER**

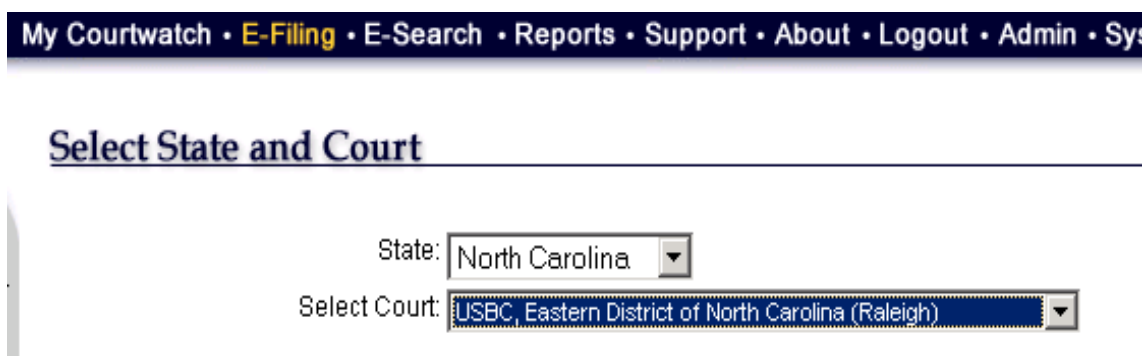
[Log In Help](#)

3. If logged in properly, you should see Services Received screen appear.

4. Click on E-Filing

**E-Filing**

5. You should see the Select State and Court screen appear. State = North Carolina.  
If filing for Raleigh case, Court = USBC, Eastern District of North Carolina (Raleigh).  
If filing for Wilson case, Court = USBC, Eastern District of North Carolina (Wilson).



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Select State and Court

State:

Select Court:

6. You should see the Select Case Type screen appear. Select Case Type = Bankruptcy. For Adversary Proceeding cases, see number 49.

7. You should see the Select Case Number screen appear. If not new case, type Case Number and click Next. If new case, go to step 32. Adversary Proceeding instructions to be added at a later date.

### Select Case Number

Court: **USBC, Eastern District of North Carolina (Raleigh)**  
Case Type: **Bankruptcy**  
Case Number:   
Open New Case:

8. You should see the Select Primary Document screen appear.

### Select Primary Document to File




Court: **North Carolina, E.D. (Raleigh), USBC**  
Case Type: **Bankruptcy**  
Case Number: **02-00123**  
Party Name(s):   

Primary Document	
Client Code:	<input type="text"/>
Description:	<input type="text" value="Notice"/>
Document to file:	<input type="text" value="C:\orders\TELE-HRG.wpd"/> <input type="button" value="Browse..."/>

9. Type Description for Client Code.
10. Select Description type from dropdown menu beside Description.
11. Beside Document to file, Click on Browse and locate file on your computer that you are e-filing. (ex. You are filing an order named "TELE-HRG.wpd" that is located in C:\orders).
12. Click on Next.

13. You should see the Create Certificate of Service and Add Attachment(s) screen appear. If there are no attachments and you do not want to do a certificate of service, click on Upload Filing.

**Create Certificate of Service and Add Attachment(s)**

Document List					
Case No	Description	File Name	Service	Attach	Delete
02-00123	Notice	<a href="#">TELE-HRG.wpd</a>			

When you are finished adding PRIMARY documents and attachments click the "Upload" button to upload your documents to Courtwatch.com

Add additional PRIMARY document(s) to DOCUMENT LIST from same or other case number

**Upload Filing** **Add Filing**

14. To Create a Certificate of Service, click on icon under Service.
15. You should then see Create Certificate of Service. Click on Add Recipient.

TO ELECTRONICALLY SERVICE A RECIPIENT, THE RECIPIENT MUST BE A COURTWATCH MEMBER. IF THE PARTY YOU WANT TO SERVICE IS NOT A COURTWATCH USER, A **CREATE NEW RECIPIENT** BUTTON WILL DISPLAY FOLLOWING THE SEARCH. YOU MAY THEN CREATE THE RECIPIENT TO ADD TO YOUR SERVICE LIST.

16. TO SERVE BY MAIL, click on CREATE NEW RECIPIENT. Type Recipient information, Select Service by type and Click Submit.

**CourtWatch E-Service Recipient**

First Name:

Last Name:

Firm/Company:

Addr 1:

Addr 2:

City:

State:  Zip:

Service by:

**Submit** **Cancel**

17. After adding all recipients, click on Create Certificate of Service. Your certificate should appear.

**UNITED STATES BANKRUPTCY COURT**  
**E.D. (RALEIGH) DISTRICT OF NORTH CAROLINA**

In re: )  
 )  
 )  
Debtor(s). )  
 )

**Certificate of Service**

The undersigned hereby certifies that copies of the foregoing were serviced in the manner indicated upon those listed below on 5/28/2002.

\_\_\_\_\_  
/s/ Mike Mathews

**By CourtWatch E-Service**

Christopher Smith  
9710 Meyer Forest Drive, #12104  
Houston Texas 77096

**By First Class Mail**

Shirley Test  
PO Box 1234  
Raleigh NC 27602

18. If you want to add an attachment, click on icon under Attach.



Attachments	
Description:	Exhibit 1
File Name:	C:\orders\Exhibit1.wpd
<input data-bbox="1096 1396 1250 1438" type="button" value="Browse..."/>	
<input data-bbox="568 1449 730 1491" type="button" value=" &lt; Previous "/> <input data-bbox="747 1449 909 1491" type="button" value=" Cancel "/> <input data-bbox="925 1449 1088 1491" type="button" value=" Next &gt; "/>	

19. Type Description.
20. Browse to location of attachment on your computer. (Ex. Attachment is named "Exhibit1.wpd" saved in c:\orders on your computer).
21. Click on Next.

Case No	Description	File Name	Service	Attach	Delete
02-00123	Notice	<a href="#">TELE-HRG.wpd</a>			
	<i>Exhibit 1</i>	<a href="#">Exhibit1.wpd</a>			

When you are finished adding PRIMARY documents and attachments click the "Upload" button to upload your documents to Courtwatch.com

Add additional PRIMARY document(s) to DOCUMENT LIST from same or other case number

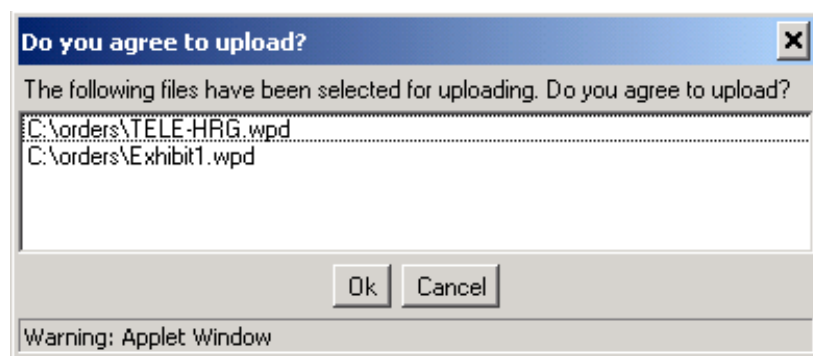
**Upload Filing** **Add Filing**

22. After you have finishing adding attachments, click on Upload Filing. You should see the Uploading Selecting Documents screen appear.

### Uploading Selected Documents

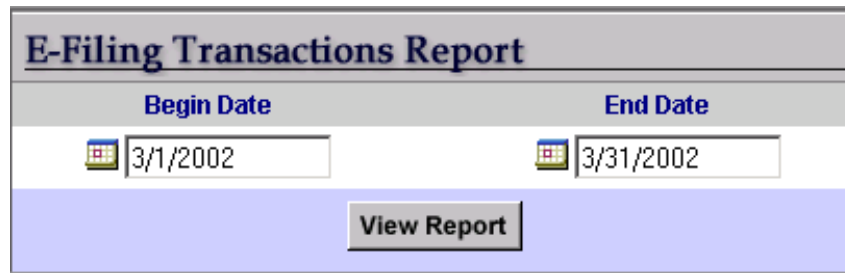
**Please Wait while files are uploaded and, if necessary, converted to PDF ...**

23. After files are converted to pdf, you will see the "Do you agree to upload?" screen appear. Click on OK.



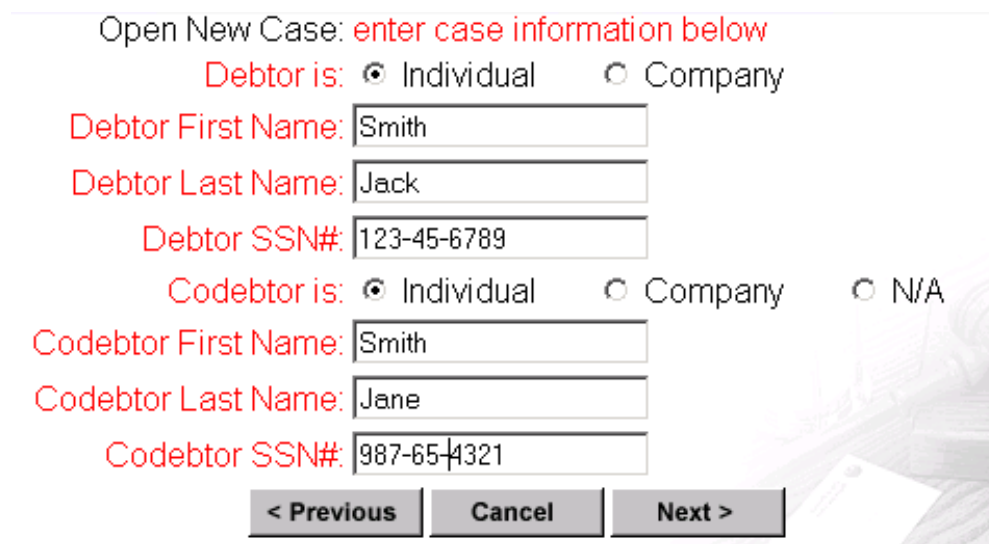
24. Wait while documents are uploading. You should see the Confirmation screen appear. Click on Done.
25. You should then see the E-Filing Confirmation screen appear. Click on Done.
26. You have now e-filed your document!
27. To see what you have e-filed for a specific time frame, click on Reports.

28. On the left side of the screen, click on E-Filing Transactions. The default date range is the first and last day of the current month. You can change this by typing the date range you want.



The screenshot shows a web form titled "E-Filing Transactions Report". It has two input fields for dates: "Begin Date" with a calendar icon and the value "3/1/2002", and "End Date" with a calendar icon and the value "3/31/2002". Below these fields is a blue button labeled "View Report".

29. Click on View Report.
30. You should then see a list of your e-filing transactions. You can view the transactions by clicking on the blue confirmation number beside the transaction that you want to view. You can print this report by clicking on Print Listing.
31. To Logout, Click on Logout.
32. If this is a New Case, Click on New Case at the Select Case Number screen.
33. Click on Next.
34. Type Case Information.



The screenshot shows a web form titled "Open New Case: enter case information below". It contains two sections for debtor information. The first section is for the "Debtor" and includes radio buttons for "Individual" (selected) and "Company", followed by input fields for "Debtor First Name" (Smith), "Debtor Last Name" (Jack), and "Debtor SSN#" (123-45-6789). The second section is for the "Codebtor" and includes radio buttons for "Individual" (selected), "Company", and "N/A", followed by input fields for "Codebtor First Name" (Smith), "Codebtor Last Name" (Jane), and "Codebtor SSN#" (987-65-4321). At the bottom are three buttons: "< Previous", "Cancel", and "Next >".

35. Click on Next. You should then see the Select Primary Document screen.
36. Type Description for Client Code.

37. Select Description type from dropdown menu beside Description.
38. Beside Document to file, Click on Browse and locate file on your computer that you are e-filing. (ex. You are filing a petition named “petition.pdf” that is located in C:\orders).

### Select Primary Document to File

Court: **North Carolina, E.D. (Raleigh), USBC**  
Case Type: **Bankruptcy**  
Case Number: **New Case**  
Debtor: **Smith Jack SSN#: 123-45-6789**  
Codebtor: **Smith Jane SSN#: 987-65-4321**

Primary Document	
Client Code:	SmithJack
Description:	Chapter 7 Voluntary Petition ▼
Document to file:	C:\orders\PETITION.pdf <input type="button" value="Browse..."/>

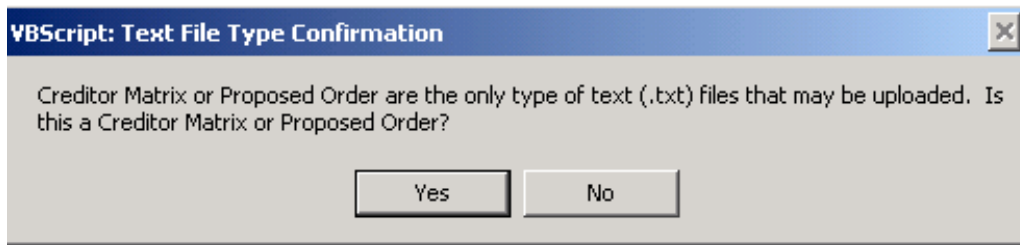
< Previous    Cancel    Next >

39. Click on Next. You should then see the Create Certificate of Service and Add Attachment(s) screen.
40. To attach a Matrix, click on icon under Attach.
41. Beside description, Type Matrix.
42. Beside filename, click on Browse to location of matrix on your computer. Click on Next.  
\*\*\* **Matrix should be saved in TXT format** \*\*\*

Attachments	
Description:	Matrix
File Name:	C:\orders\testmatrix.txt <input type="button" value="Browse..."/>

< Previous    Cancel    Next >

43. You should get the following messagebox. Click on YES.



44. After you have finished adding attachments, click on Upload Filing. You should see the Uploading Selected Documents Screen appear. After files are converted, you will see the "Do you agree to upload?" screen appear, click on OK.
45. At confirmation screen, click on Done.
46. At eFiling confirmation screen, click on Done.
47. Proposed Orders
  - **Must be sent in TXT format**
  - Should be sent as an attachment or as a separate primary document NOT part of another document
48. DO NOT FORGET TO SIGN your document by typing s/ on the signature line BEFORE eFiling!
49. Cover Sheet, Letters, and Summons should be submitted as separate primary documents. At Case Type screen, select Adversary.

### Select Case Type

Court: **USBC, Eastern District of North Carolina (Raleigh)**

Case Type: **Adversary**

50. You should see the Select Case Number screen appear. Type **Adversary Proceeding** Case Number. Click Next.

### Select Case Number

Court: **USBC, Eastern District of North Carolina (Raleigh)**

Case Type: **Adversary**

Case Number:

Open New Case:

51. You should then see the Select Primary Document Screen appear.

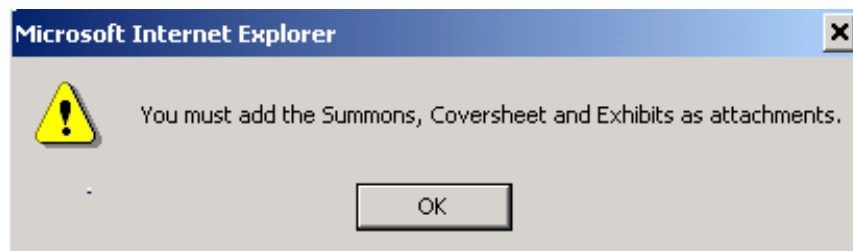
**Select Primary Document to File**

---

Court: **North Carolina, E.D. (Raleigh), USBC**  
Case Type: **Adversary**  
Adversary Case No: **02-00999**

Primary Document	
Client Code:	<input type="text"/>
Description:	Adversary Complaint ▾
Document to file:	<input type="text" value="C:\orders\testcomplaint.pdf"/> <input data-bbox="1101 533 1268 575" type="button" value="Browse..."/>
<div><input data-bbox="623 604 792 646" type="button" value=" &lt; Previous "/> <input data-bbox="800 604 969 646" type="button" value=" Cancel "/> <input data-bbox="977 604 1146 646" type="button" value=" Next &gt; "/></div>	

52. Type Description for Client Code.
53. Select Adversary Complaint as description type at the dropdown menu beside Description.
54. Beside Document to file, Click on Browse and locate file on your computer that you are efilng. (Ex. Complaint named “testcomplaint” that is located in c:\orders).
55. Click on Next.
56. You should see the following warning message. Click on OK.



57. You should see the Certificate of Services and Attachments screen appear. Click on icon under Attach.
58. At description, select Adversary Summons. At File Name, click on Browse to locate file located on your computer. Click on Next.

Attachments	
Description:	Adversary Summons ▾
File Name:	<input type="text" value="C:\orders\testsummons.pdf"/> <input data-bbox="1133 1814 1300 1856" type="button" value="Browse..."/>
<div><input data-bbox="617 1864 786 1906" type="button" value=" &lt; Previous "/> <input data-bbox="794 1864 963 1906" type="button" value=" Cancel "/> <input data-bbox="971 1864 1140 1906" type="button" value=" Next &gt; "/></div>	

59. Click on Attach icon. You should see the Attachments screen appear. At description, select Adversary Coversheet. At File Name, click on Browse to locate file located on your computer. Click on Next.

Attachments	
Description:	Adversary Coversheet ▼
File Name:	C:\orders\coversheet.wpd <span>Browse...</span>
<span>&lt; Previous</span> <span>Cancel</span> <span>Next &gt;</span>	

60. Click on Attach icon. You should see the Attachments screen appear. At description, select Adversary Exhibit. At File Name, click on Browse to locate file located on your computer. Click on Next.

Attachments	
Description:	Adversary Exhibit ▼
File Name:	C:\orders\TestExhibit.wpd <span>Browse...</span>
<span>&lt; Previous</span> <span>Cancel</span> <span>Next &gt;</span>	

61. You should see the After you have finished adding attachments, click on Upload Filing.

Case No	Description	File Name	Service	Attach	Delete
02-00999	Adversary Complaint	<a href="#">testcomplaint.pdf</a>			
	<i>AC Summons</i>	<a href="#">testsummons.pdf</a>			
	<i>AC CoverSheet</i>	<a href="#">coversheet.wpd</a>			
	<i>AC Exhibit</i>	<a href="#">TestExhibit.wpd</a>			

When you are finished adding PRIMARY documents and attachments click the "Upload" button to upload your documents to Courtwatch.com

Add additional PRIMARY document(s) to DOCUMENT LIST from same or other case number

Upload Filing Add Filing

62. After you have finishing adding attachments, click on Upload Filing. You should see the Uploading Selecting Documents screen appear.

63. After files are converted to pdf, you will see the “Do you agree to upload?” screen appear. Click on OK.
64. Wait while documents are uploading. You should see the Confirmation screen appear. Click on Done.
65. You should then see the E-Filing Confirmation screen appear. Click on Done.
66. You have now e-filed your document!